The basics that prevent you from complying with GDPR

Many of the EU's General Data Protection Regulation (GDPR) obligations placed on businesses which come into effect in May 2018 are common sense and should already be in practice in companies with solid data privacy and protection processes in place. Particularly with respect to electronic personal data.

However, many organisations may overlook their security policies and practices relating to the paper based data they collect (and have collected in the past), where it's kept, who has access to it and how it's disposed of. **Statistics forecast 40% of breaches will be paper based**^. These are also subject to new GDPR compliance and organisations must be able to demonstrate clear data security policies in terms of:

People – clear rules for each and every employee for the proper management of all paper based personal data held within the business. Who handles and has access to it, how it's stored, where it's stored and the disposal of sensitive information through proper shredding procedures.

Processes – every business will need to review their current processes relating to data, looking for weaknesses and producing frameworks to bolster or replace such processes in order to comply.

Technology – this is most pertinent with respect to electronic data in terms of current IT capabilities however it also extends to shredding technology for paper-based data.   Businesses should consider reviewing their shredding facilities and embrace an appropriate procedure.

Rexel, the specialist in providing paper shredders to global organisations, perceive two main barriers to effective document shredding – lack of awareness and ease of use.

Lack of awareness

With the growing incidence of paperless offices, it's easy to see how taking the time to address the security issues associated with fewer and fewer paper documents could be overlooked. With compliance around the corner, businesses will be well advised to review and instigate a shredding policy that demands a rigorous process to ensure the effective disposal of sensitive paper documents.

Ease of use

The availability of suitable shredding machines is crucial to the success of an effective paper data disposal policy. Rexel's research found that 53% of employees adopt a batch shredding behaviour, storing a stack of documents to shred at one time.

To increase employee productivity and overcome this barrier, businesses should use reliable machines that have the capacity to shred bulk volumes in one go, do not jam, are easy to load and can be locked while tasks are being completed.

ENDS

547 words

^ *Source: Beyond good intentions: The need to move from intention to action to manage information risk in the mid-market, PwC report in conjunction with Iron Mountain, June 2014.*